

Los Alamos

NATIONAL LABORATORY

memorandum

FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY

To/MS: Master Management and Administrative Support

Thru: Robert S. Vrooman, FSS-15, MS G733

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Symbol: FSS1597-002

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SUBJECT: REVISED BADGE REQUEST FORM (LABORATORY FORM 917)

The Badge Office has completely revised Laboratory Form 917, formerly titled Technical Area Badge Request. It is simpler and asks Laboratory groups to provide only the information that is actually needed. The form also has a new name, DOE Standard Badge Request, to reflect the purpose for which it is actually used. Our ultimate goal is to eliminate this form entirely, but for the meantime, it should be very easy to complete.

The form is now available online from the Badge Office Web site (badge.lanl.gov) – select Online Forms (which also provides access to all Badge Office forms as well as other commonly used personnel security-related forms). The Badge Office Web site is linked from the Laboratory's home page. Alternatively, the form can be located on the Laboratory's Official Documents page.

One key change is that the person approving the badge request must also provide his or her title. While the Badge Office will not track who has been given temporary signature authority, the requirement to provide one's title should ensure that the person signing the request has the appropriate signature authority. Therefore, to protect all parties involved, if the title is not provided, the Badge Office will not accept the request.

Please note: use of the (old) Technical Area Badge Request form will no longer be accepted after January 30, 1998. If the superseded version is submitted after this date, it will be returned to the submitting group.

The Badge Office will soon announce the availability of a revised set of visitor badge request forms for cleared and uncleared U.S. citizen visitors and cleared foreign nationals.